

THE NAVAJO NATION

Department of Personnel Management

REQUISITION NO: DNR08322841
 POSITION NO: 244958
 POSITION TITLE: _____

DATE POSTED: 02/17/22

CLOSING DATE: 03/17/2022by 5pm

POSITION TITLE:		Geographic Information Systems Technician			
DEPARTMENT NAME / WORKSITE:		DNR/Heritage & Historic Preservation Dept. - Fiscal Recovery Fund Office/Window Rock, AZ			
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ62A</u>
WORK HOURS:	<u>40 per week</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> </u>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	\$	<u>38,836.80</u> PER ANNUM
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>	\$	<u>18.60</u> PER HOUR
		DURATION :			

Performs specialized work of moderate difficulty in database maintenance to ensure reliable and accurate geographic information services is archived. Assist with developing HHPD's NihiteDatabase, project records which consists of archaeological inventory reports, project maps, compliance forms from 1970's to present, performs maintenance of large geographic information database, files will be added, deleted, corrected and archived from various sources including database information systems such as land parcels, tables and projects, collects, verifies and organizes GIS data, creates digital images of maps and photographic pictures using scanners, validates data, performs updates to GIS data, digital map, input maps, performs limited spatial analysis using GIS software, etc. Provides oral and written information and responds to inquiries from public and private agencies as well and programs and departments regarding maps, assist uses and user groups, refers major technical problems to technical personnel. Attend departmental planning and staff meetings. Other duties as assigned.

Minimum Qualifications:

- A high school diploma/GED; supplemented by a minimum of twelve (12) college credits in Geographic Information Systems (GIS) Technology, Computer Science; and two (2) years of experience working with Geographic Information Systems.

- A favorable background investigation.
- Possess a valid state driver's license; Must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Knowledge of methods, principles and practices used in map preparation and cartography. Knowledge of the principles, standards, terminology and trends in Geographic Information Systems and related software such as ARC/INFO, ARC View, etc. Knowledge of large database file maintenance. Knowledge of modern office procedures and practices. Knowledge of filing, indexing, cross referencing methods. Knowledge of uses of common office materials and machines in a modern information processing environment. Skill in operating a computer keyboard proficiently; within the GIS context. Skill in reading and interpreting a wide variety of documents, including maps, base maps, aerial photography, site plans, construction plans, applicable policies and procedures, and hardware and software instructions. Skill in performing mathematical calculations associated with the work. Skill in communicating effectively, orally and in writing. Skill in establishing and maintaining cooperative and effective relationships with those contacted in the course of work.

Revised: 03.05.18